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STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

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DIRECTOR

## **MEMORANDUM**

**DATE:** April 14, 2020

**TO:** Current Licensed Providers

**FROM:** Bureau of Community and Health Systems – Child Care Division

**SUBJECT:** **UPDATED** Guidance for Child Care Providers and Critical Infrastructure Workers During the COVID-19 State Emergency

This memorandum provides updated guidance for licensed child care providers during the COVID-19 state emergency.

### **Closure Required, Except to Serve Critical Infrastructure Workers**

On April 9, Governor Whitmer signed the “Stay Home, Stay Safe” Executive Order ([EO 2020-42](#)). This order directs all Michigan businesses and operations to temporarily suspend in-person operations that are not necessary to sustain or protect life. This order also directs Michiganders to stay in their homes unless they’re part of the critical infrastructure workforce.

Until this order expires, child care providers are required to close.

There is one exception. Child care providers that are willing and able to provide care to the children of critical infrastructure workers (also referred to as essential workforce in EO 2020-16) are encouraged to continue providing care when possible.

### **Care for Children of Critical Infrastructure Workers**

If a child care provider is staying open to serve children of critical infrastructure workers:

- Child care providers are required to ask a child’s caregiver(s) to confirm that at least one caregiver is a critical infrastructure worker. Child care providers are not required to verify whether a caregiver qualifies. For a summary of who is considered a critical infrastructure worker, click [here](#).

- If a family has two available caregivers, and only one is in the critical infrastructure workforce, the child is still eligible to be in care.

Child care providers that are remaining open shall implement a symptoms monitoring protocol and more regular cleaning and disinfecting practices.

The Michigan Department of Health and Human Services has produced guidance to assist you. Their guidance, as well as other state resources for child care providers, can be found at [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus). Click “Resources” to view materials specific to child care. Providers should also check with their local health department for local guidance and orders.

### **What This Means for Families**

There is disaster relief child care available to children whose caregivers have been identified as part of the critical infrastructure workforce. Families should complete the form at [www.helpmegrow-mi.org/essential](http://www.helpmegrow-mi.org/essential) or call 211 if they need help locating available care. At this time, families will be charged for disaster relief child care.

Note: If a family has two available caregivers, and only one is in the critical infrastructure workforce, the child is still eligible for disaster relief child care.

Families that are not part of the critical infrastructure workforce are expected to stay home with their children until the Executive Order expires. They are not eligible for disaster relief child care.

According to EO 2020-42, childcare workers are considered critical infrastructure workers but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under the order.

Note: This includes serving the children or dependents of critical infrastructure workers who are able to perform their work remotely.

[www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-525278--,00.html](http://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html)

## **Frequently Asked Questions Related to Child Care & the State of Emergency and EO 2020-16 and EO 2020-21**

### **My CPR & First Aid cards are expiring and/or training is unavailable. What do I do?**

The American Heart Association recommends regulatory offices extend the expiration dates on their CPR and First Aid cards by 60 days. Child Care Licensing will allow a 60-day extension of the expiration date for all refresher/update CPR and first aid trainings with a written acknowledgement by the child care provider agreeing that they will complete the training as soon as reasonably possible after the State of Emergency order has been lifted. For new staff that don't have previous first aid or CPR trainings, online training can be utilized now with the understanding that they will complete the in-person skills test once the State of Emergency order is cancelled.

NOTE: Executive Order 2020-30 states the following: "For individuals who hold professional certifications in basic life support, advanced cardiac life support, or first aid, such certifications shall continue to remain in effect while the emergency declaration is in effect, even if they are otherwise due to expire during the emergency."

[www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-523481--,00.html](http://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-523481--,00.html)

### **I am unable to get a physical evaluation and/or TB test right now. What should I do?**

If a person is unable to obtain a physical evaluation and/or TB test at this time, they will need to complete those items as soon as they are available in their area. We also expect that the child care provider complete a written acknowledgement that they will complete those items as soon as reasonably possible after the State of Emergency order is cancelled.

### **Inspections of furnaces, hot water units and radon tests are due with no renewal options available. What should I do?**

The child care provider must complete a written acknowledgement that these types of inspections and tests need to be completed as soon as reasonably possible after of the State of Emergency order is cancelled.

### **What if a child, or caregiver of a child, staff member, or my family member tests positive for COVID-19?**

The child care provider must contact their local Health Department to determine the locally established protocol for handling COVID-19. The local Health Department will

determine if the provider must close or the conditions in which the provider can remain open or re-open after a closure.

**Who does the child care provider need to inform if any of the above test positive for COVID-19?**

The child care provider must immediately notify the health department, caregivers of children in care, and their child care licensing consultant if anyone who was in the provider's home tests positive for COVID-19.

**Where do I find current information regarding COVID-19?**

Here is a website that will provide up to date information on the virus:

[www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus)

**How do I find the Governor's Executive Orders and the orders signed by Director Orlene Hawks that focused on child care?**

The Orders can be found at the Child Care Licensing website:

[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

The following is the direct link to the Orders:

[www.michigan.gov/documents/lara/Schools\\_Order\\_032420\\_684741\\_7.pdf](http://www.michigan.gov/documents/lara/Schools_Order_032420_684741_7.pdf)

[www.michigan.gov/documents/coronavirus/Provisional\\_Order\\_032420\\_684656\\_7.pdf](http://www.michigan.gov/documents/coronavirus/Provisional_Order_032420_684656_7.pdf)

[www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus)

**What is required to open a Disaster Relief Child Care Center in a School Building?**

The website for opening a Disaster Relief Child Care Center in a School Building can be found at the Child Care Licensing website:

[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

**What is required to open a Disaster Relief Child Care Center with a Provisional License that is not in a School Building?**

The website for opening a Disaster Relief Child Care Center with a Provisional License can be found at the Child Care Licensing website: [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

The required application can be found at this website as well.

## **I still have questions about how to serve essential workers. Who should I contact?**

The following are four Regional Centers affiliated with MDE and Great Start to Quality.

<b>Southeastern Region –</b>	Shauna Aitson:	<a href="mailto:Shauna.Aitson@liveunitedsem.org">Shauna.Aitson@liveunitedsem.org</a>
<b>Western Region –</b>	Julie Dibert:	<a href="mailto:jdunks@oaisd.org">jdunks@oaisd.org</a>
<b>UP/Northern Region –</b>	Robin Hornkohl:	<a href="mailto:rhornkohl@eupschools.org">rhornkohl@eupschools.org</a>
	Jessica Savoie:	<a href="mailto:jessicas@eupschools.org">jessicas@eupschools.org</a>
<b>Eastern Region –</b>	Karen Black:	<a href="mailto:karen.black@inghamisd.org">karen.black@inghamisd.org</a>

## **Do both caregivers have to be essential workers for the child to be in child care?**

The department received the following clarification from the Executive Office/Governor: “There is nothing distinguishing two-caregiver households/requiring every adult in the home to be part of the essential workforce. If a caregiver falls into the critical categories, then the family has priority access to the expanded childcare services.” Therefore, if at least one caregiver in a family is an essential worker, that family’s children can be in child care. (EO 2020-42)

[www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98157---,00.html](http://www.michigan.gov/coronavirus/0,9753,7-406-98178_98157---,00.html)

[www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-525182--,00.html](http://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html)

## **Is the child care provider required to make the caregivers show proof that they are essential workers via a letter from the employer?**

Child care providers are required to ask the caregiver(s) to confirm that at least one caregiver is a critical infrastructure worker. Child care providers are not required to verify whether a caregiver qualifies. For a summary of who is considered a critical infrastructure worker, click [here](#). If a family has two available caregivers, and only one is in the critical infrastructure workforce, the child is still eligible to be in care.

## **May a child care provider refuse to take a child into care, even though the caregivers are healthcare workers for fear of having the virus brought into child care?**

Child care providers always have the option to temporarily cease operating. If the provider remains open, it is their decision for how many children they will care for, while not exceeding their capacity and ratios.

**Can my child care provider charge me to hold my spot while they are closed due to Executive Orders?**

Child Care Licensing does not regulate the billing practices between parents and licensed providers. It is recommended that billing concerns/questions be discussed between the parents and provider.

**What are the MDHHS guidelines regarding COVID-19 monitoring protocols and cleaning procedures for child care providers?**

The following are links to MDHHS guidelines:

[www.michigan.gov/documents/coronavirus/DHHS\\_Guidance\\_-\\_COVID-19\\_Childcare\\_Symptoms\\_Monitoring\\_Protocol\\_685194\\_7.pdf](http://www.michigan.gov/documents/coronavirus/DHHS_Guidance_-_COVID-19_Childcare_Symptoms_Monitoring_Protocol_685194_7.pdf)

[www.michigan.gov/documents/coronavirus/DHHS\\_Guidance\\_-\\_COVID-19\\_Cleaning\\_and\\_Disinfecting\\_of\\_Childcare\\_Environments\\_685195\\_7.pdf](http://www.michigan.gov/documents/coronavirus/DHHS_Guidance_-_COVID-19_Cleaning_and_Disinfecting_of_Childcare_Environments_685195_7.pdf)

**What if I have questions about unemployment, funding under the federal Care Act, MDE subsidy, or other billing questions. Where can I find more answers?**

Here is the link for FAQ for child care providers “by a team across state government.”

[www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98157---,00.html](http://www.michigan.gov/coronavirus/0,9753,7-406-98178_98157---,00.html)